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ABSTRACT

This step-by-step guide to using AppleWorks V2.0 to construct database files for use with the Apple IIGS computer covers (1) program loading; (2) selecting the add files menu; (3) selecting a different disk; (4) selecting disk 1; (5) selecting the database option; (6) naming the file; (7) the blinking block cursor; (8) naming categories or fields; (9) moving to insert data; (10) inserting data; (11) changing database file formats; (12) altering the file layout; and (13) saving the file. Seventeen sample screen displays are included to illustrate the steps. (MES)

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USING APPLEWORKS V2.0 TO CONSTRUCT DATA BASE FILES FOR USE WITH THE APPLE IIGS COMPUTER

FIRST EDITION

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INTRODUCTION

"Using AppleWorks V2.0 To Construct Data Base Files For Use With The Apple IIGS Computer First Edition" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one Apple 5 1/4" drive, one Apple 3 1/2" drive and the 2.0 version of the AppleWorks program. The pictures one sees in the Figures shown in this document are those that will be seen when V2.0 of the AppleWorks program is used with the Apple IIGS computer for the construction process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. There may, however, sometimes be slight differences between what one sees on the computer monitor screen and what is seen in this document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. AppleWorks program V2.0.

4. One data disk.

If this document is to be as it was intended at the time of development, users must know how to turn on the computer.

After using this document, Apple IIGS computer operators should be able to construct data base files using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 2.0) in disk drive #1, slot #5 and load the program into the computer. This is generally, the normal configuration of the equipment. If both large (5 1/4") and small (3 1/2") disk drives are used, the small drive is often connected as drive #1 slot 5. If the machine you are using has two 5 1/4" disk drives, and you are unsure of the configuration, place the program in one disk or the other. The computer normally will search both disk drives for a program.

b. Turn on the computer or, if the equipment is already energized:

c. Press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down, press and release the RESET key (directly above the numbers 5 and 6 keys). Then release the OPEN-APPLE and the CONTROL keys.

d. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6). If this is the case, proceed to step 05, skipping steps 02 through 04 (see Figure 1).

e. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, you should go on to step 02 (see Figure 2).

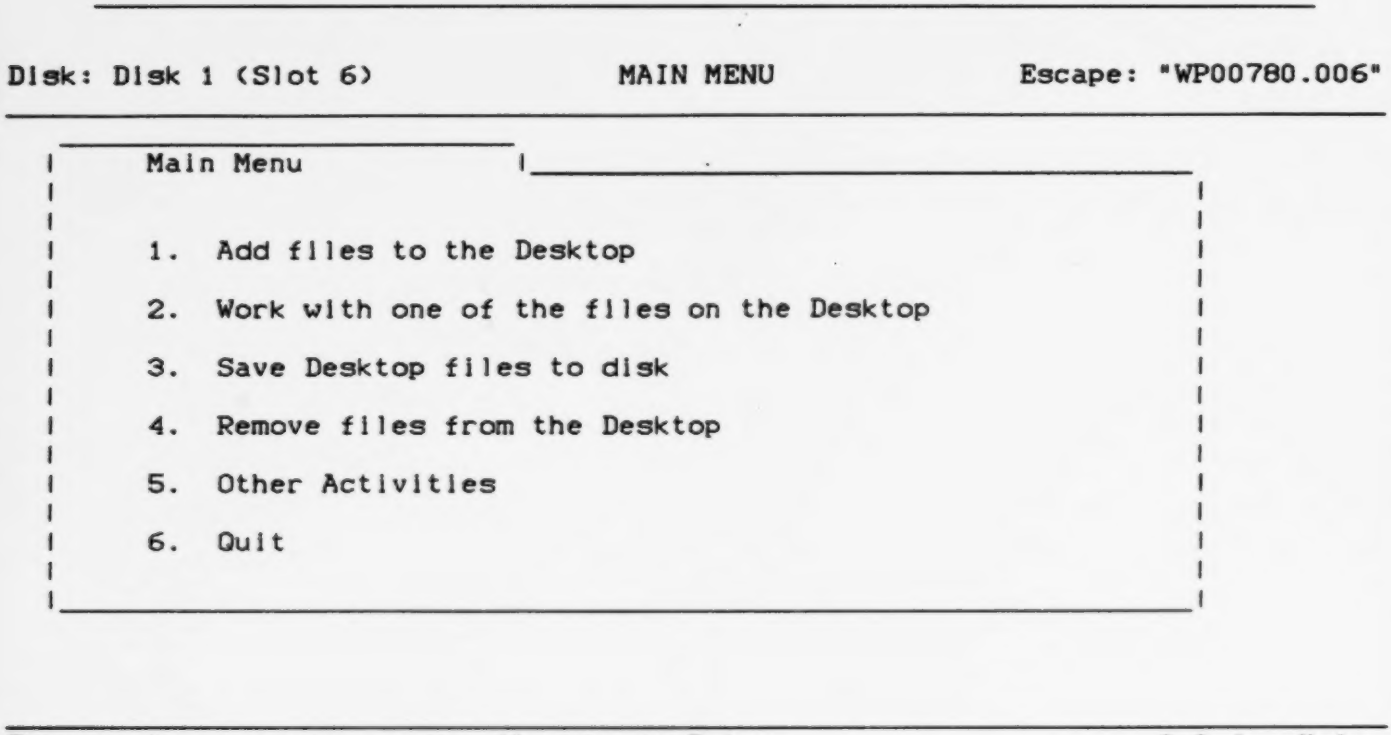
Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "WP00780.006"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk 1 (Slot 6) Selected.

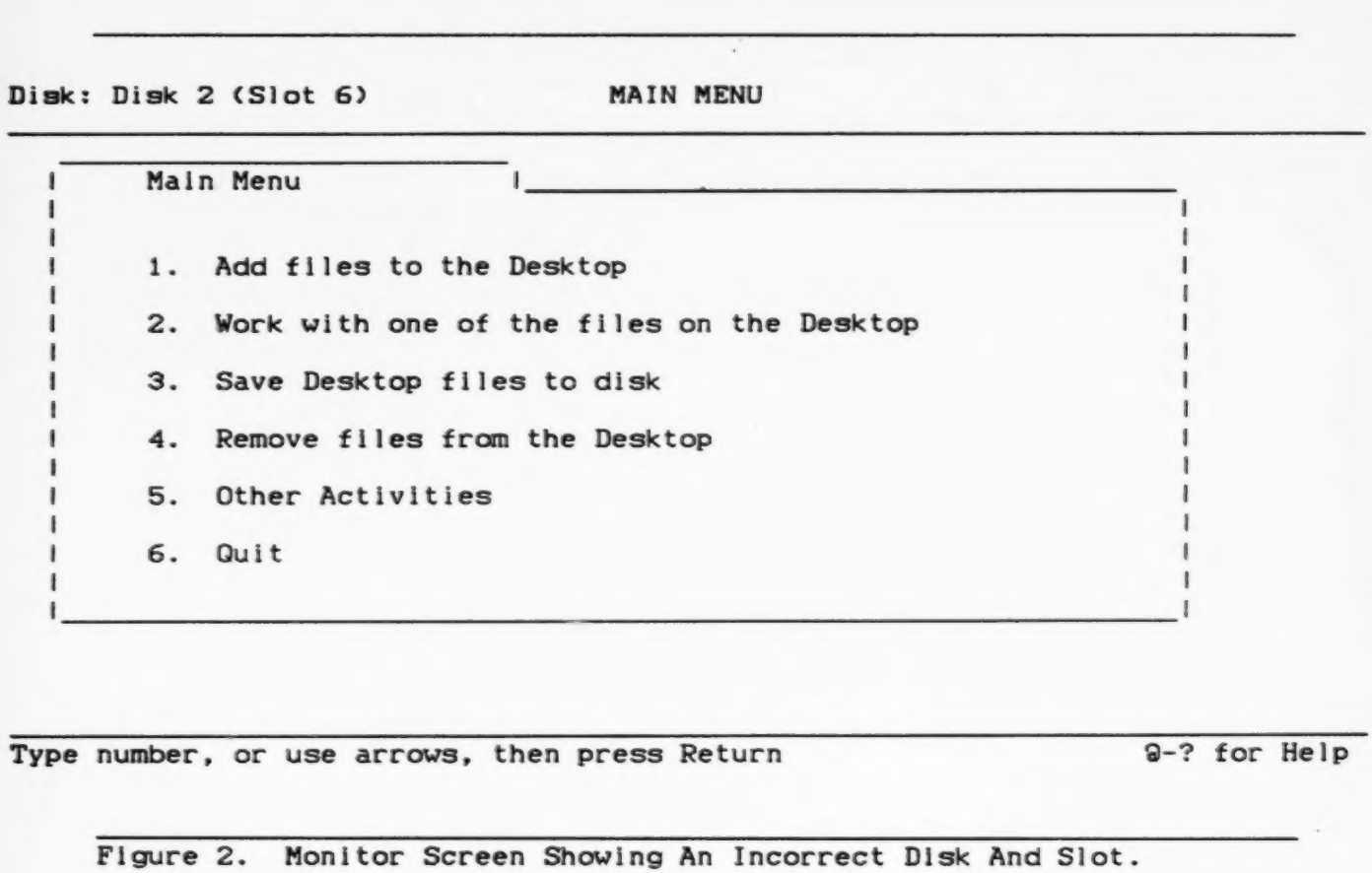
Disk: Disk 2 (Slot 6)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 2. Monitor Screen Showing An Incorrect Disk And Slot.

02. Selecting The Add Files Menu. If the upper left corner of your monitor screen appears differently than the picture shown in Figure 1, select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

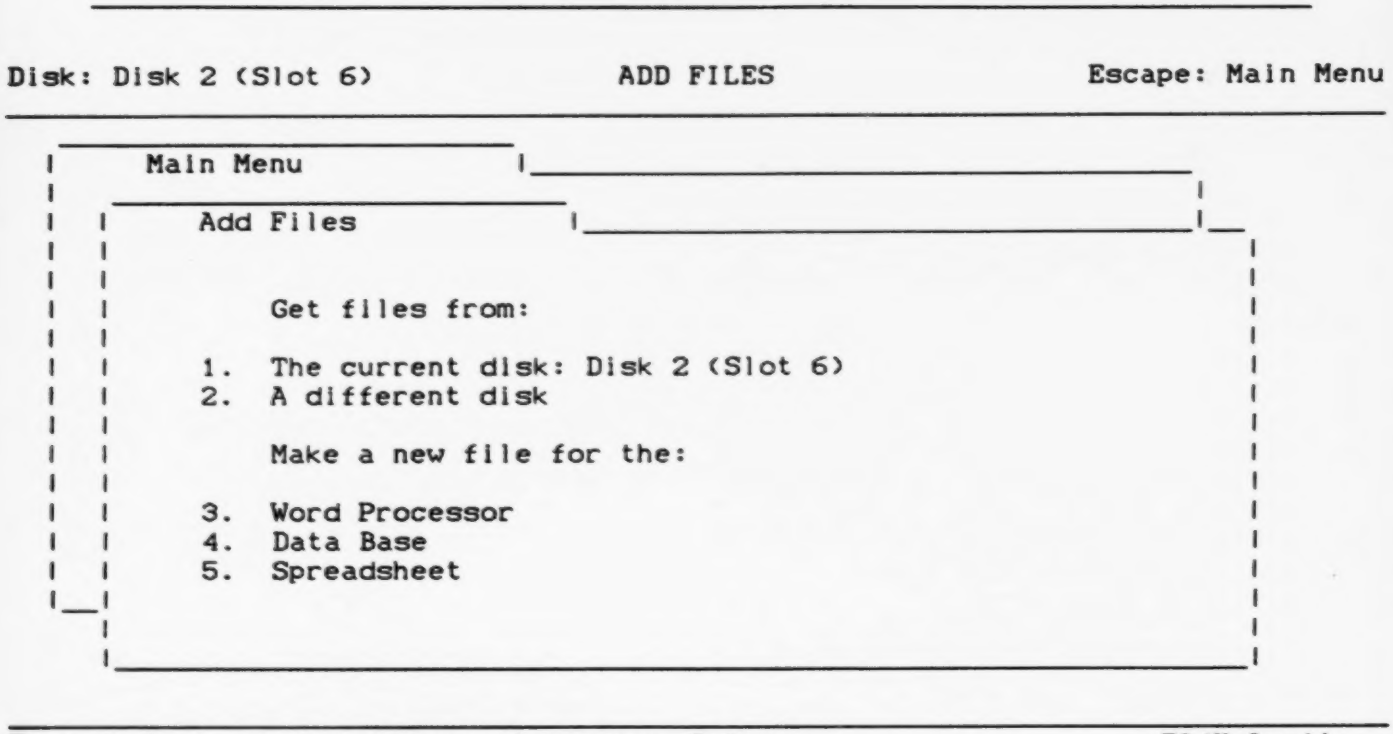

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

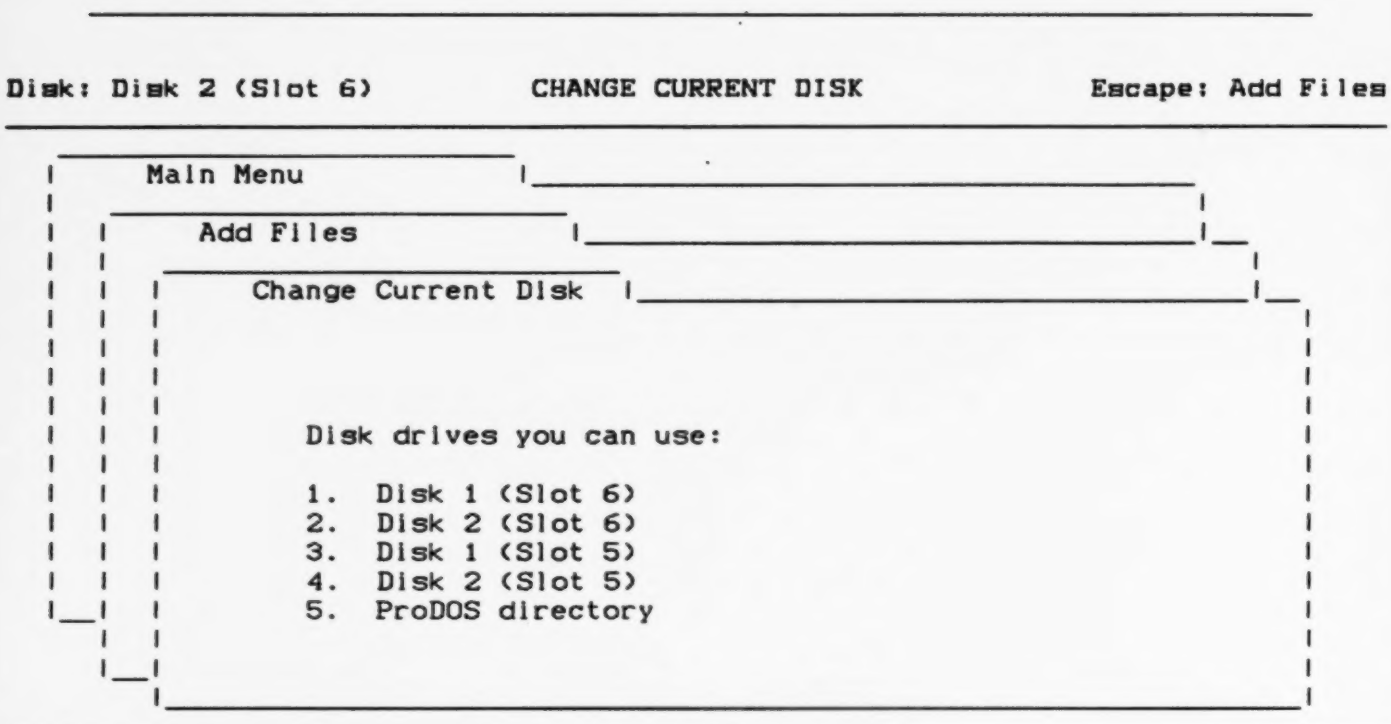
Disk: Disk 2 (Slot 6)
CHANGE CURRENT DISK
Escape: Add Files
Main Menu
Add Files
Change Current Disk
Disk drives you can use:
1. Disk 1 (Slot 6)
2. Disk 2 (Slot 6)
3. Disk 1 (Slot 5)
4. Disk 2 (Slot 5)
5. ProDOS directory
Type number, or use arrows, then press Return
504K Avail.

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

04. Selecting Disk 1 (Slot 6).

a. Press the RETURN key once. The screen should have changed following this action so that it appears like the example in Figure 5.

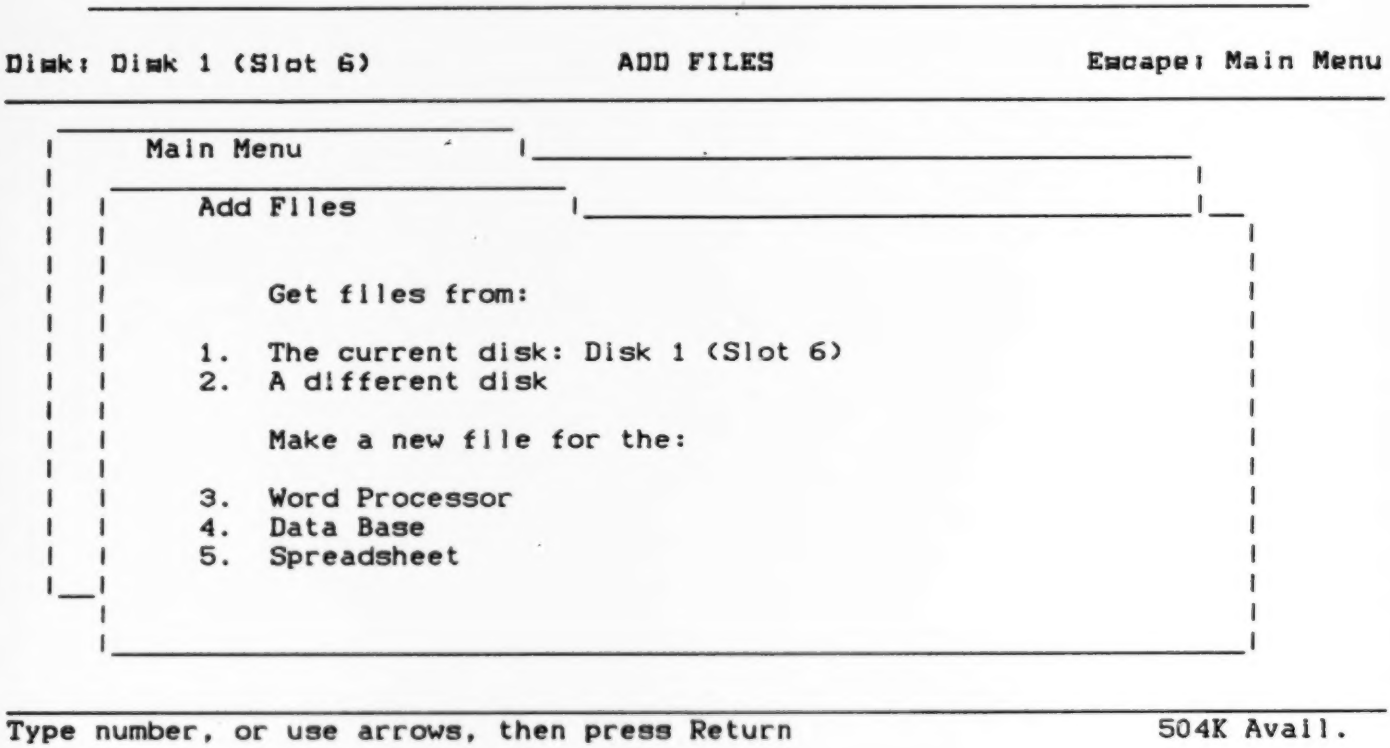

Figure 5. The Monitor Screen Showing The Add Files Menu After Disk 1 (Slot6).

05. Selecting the Data Base Option.

a. Press the numeral "4" key once.

b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 6.

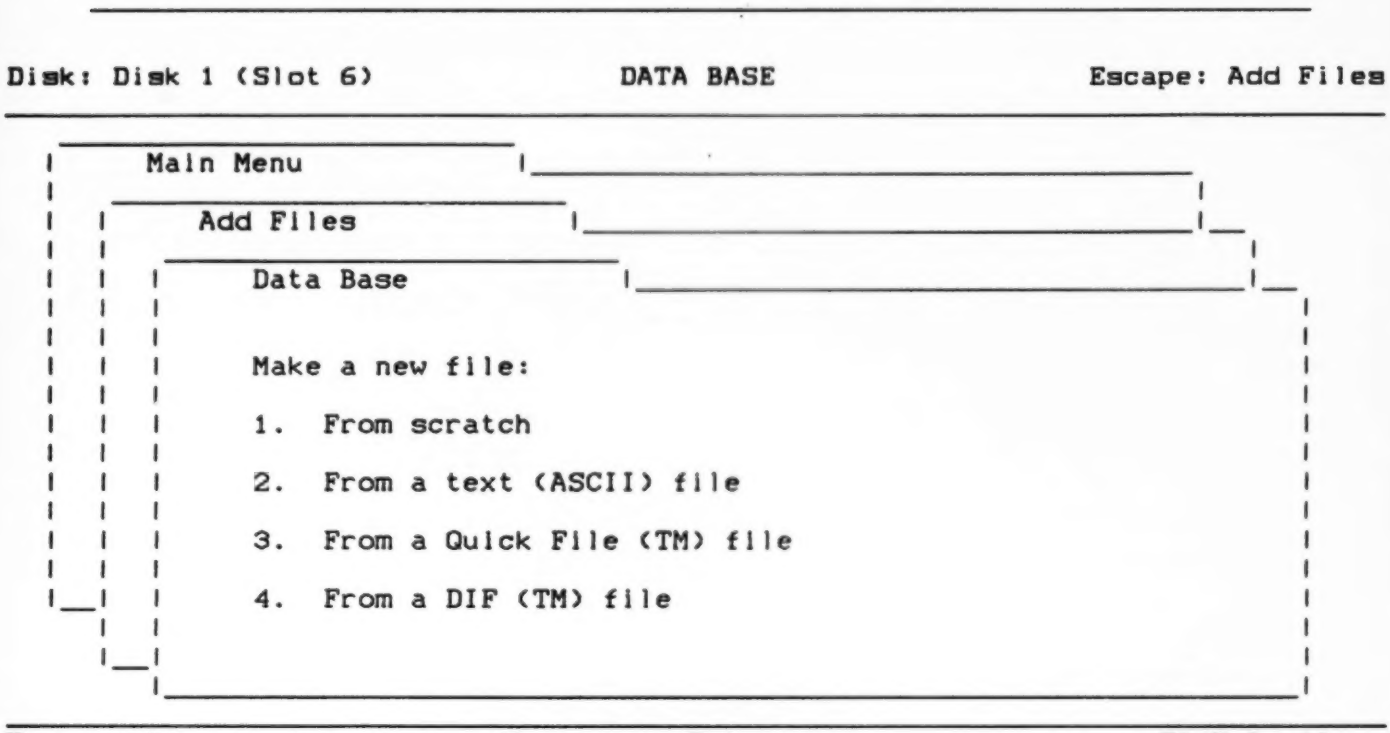
Disk: Disk 1 (Slot 6)
DATA BASE
Escape: Add Files
Main Menu
Add Files
Data Base
Make a new file:
1. From scratch
2. From a text (ASCII) file
3. From a Quick File (TM) file
4. From a DIF (TM) file
Type number, or use arrows, then press Return
504K Avail.

Figure 6. The "Data Base" Menu.

06. Naming The File.

a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 7.

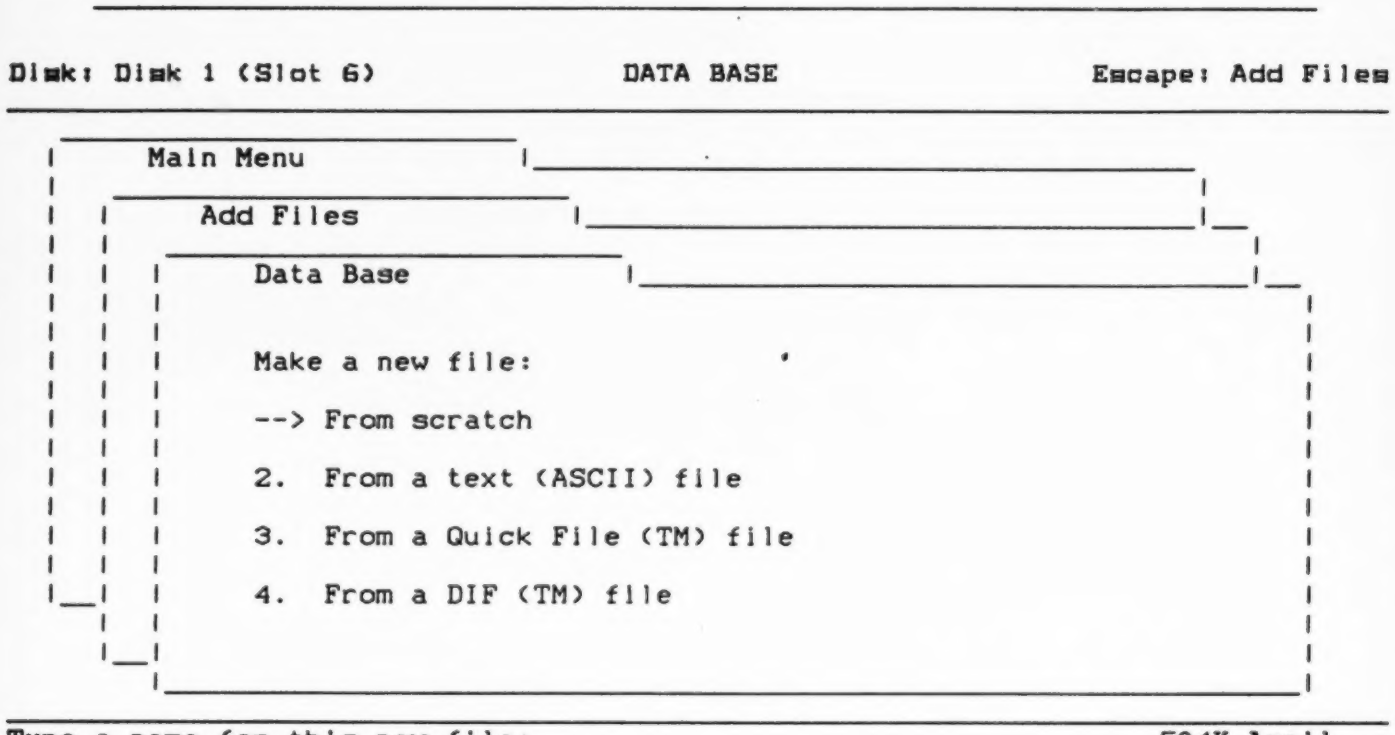

Figure 7. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

b. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY." The screen now is identical to the picture of the screen shown in Figure 8.

```
Disk: Disk 1 (Slot 6)          DATA BASE          Escape: Erase entry

 Main Menu
  Add Files
   Data Base

    Make a new file:

    --> From scratch

    2.  From a text (ASCII) file

    3.  From a Quick File (TM) file

    4.  From a DIF (TM) file

Type a name for this new file:  INVENTORY                  504K Avail.
```

Figure 8. Blank Data Base File Titled "INVENTORY."

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 9.

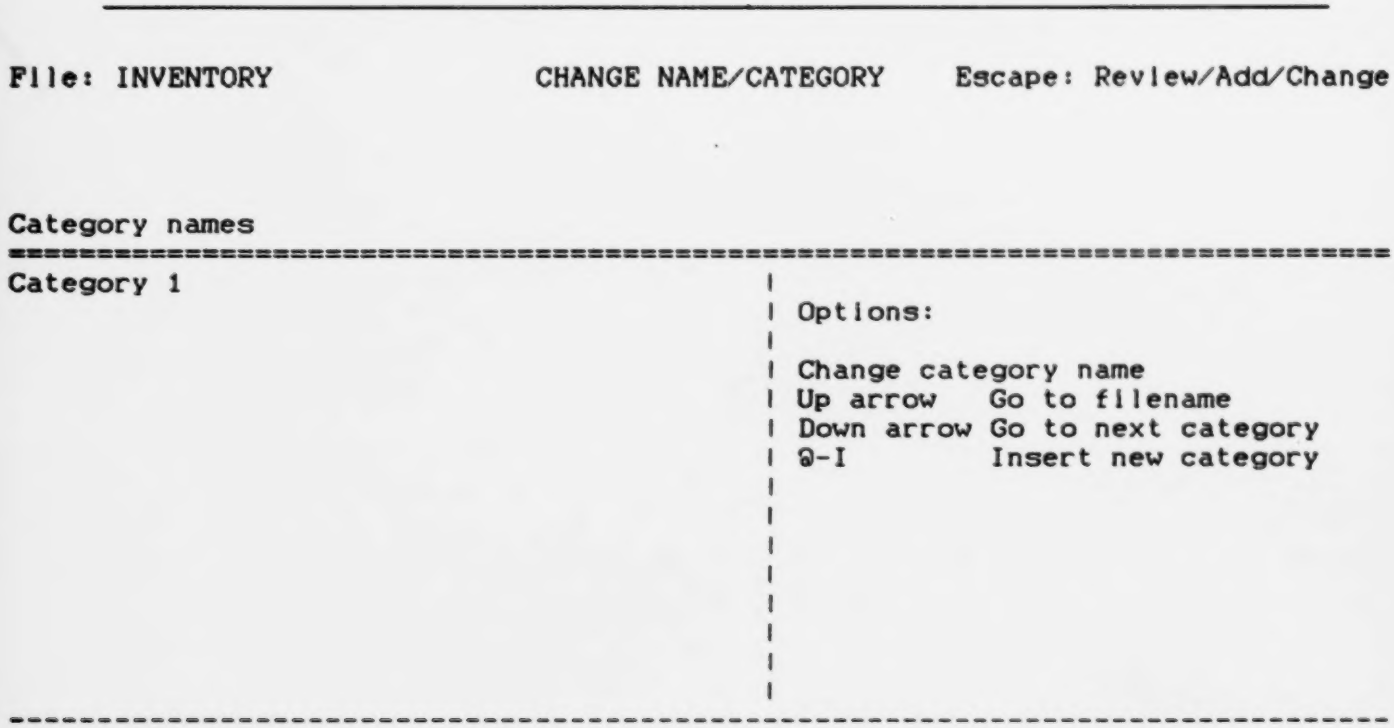

Figure 9. The Computer Screen Showing The Data Base File After Entering The Title, "INVENTORY."

07. Blinking Block Cursor. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-APPLE and "E" keys at the same time).

08. Naming Categories Or Fields. Insert the first category name (categories, in the printed data base file, run from top to bottom). This is accomplished as follows:

    a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

    b. Type "ITEM NAME."

c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1" (see Figure 10).

d. Press the RETURN key once. The screen should look like Figure 10.

```
File: INVENTORY                CHANGE NAME/CATEGORY Escape: Restore former entry


Category names
================================================================================
ITEM NAME                                    |
                                             | Options:
                                             |
                                             | Change category name
                                             | Up arrow   Go to filename
                                             | Down arrow Go to next category
                                             | @-I        Insert new category
                                             |
                                             |
                                             |
                                             |
                                             |
                                             |
                                             |
                                             |
--------------------------------------------------------------------------------
Type entry or use @ commands                                        504K Avail.
```

Figure 10. The Computer Screen After Inserting The "ITEM NAME" Category.

e. Type, "DESCRIPTION," and then press the RETURN key once.

f. Insert two additional categories titled "QTY" and "STOR.LOCATION" (storage location). Press the RETURN key once after typing each category name as was done above in steps "b" and "c." The screen should look like the picture in Figure 11. At this point, the cursor is located on the line below "STOR.LOCATION."

```
File: INVENTORY              CHANGE NAME/CATEGORY          Escape: Erase entry


Category names
================================================================================
ITEM NAME                                 |
DESCRIPTION                               | Options:
QTY                                       |
STOR.LOCATION                             | Type category name
                                          | Up arrow   Go to previous category
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
--------------------------------------------------------------------------------
Type entry or use @ commands                                      504K Avail.
```

Figure 11. The Computer Screen After Typing The Four Category Names.

09. Moving To Insert Data.

a. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 12.

```
File: INVENTORY              REVIEW/ADD/CHANGE              Escape: Main Menu

Category names
================================================================================

                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.

--------------------------------------------------------------------------------
Press Space Bar to continue                                          504K Avail.
```

Figure 12. The Monitor Screen After Performing Step "a."

b. Press the SPACE-BAR once. The screen changes to appears like the screen shown in Figure 13 and the file is ready for the insertion of real data.

```
File: INVENTORY                INSERT NEW RECORDS      Escape: Review/Add/Change


Record 1 of 1
================================================================================
ITEM NAME: -
DESCRIPTION: -
QTY: -
STOR.LOCATION: -









--------------------------------------------------------------------------------
Type entry or use @ commands                                        504K Avail.
```

Figure 13. The Computer Screen Showing A Blank "Record 1 of 1."

10. Inserting Data. Insert data in the first two records (records run from left to right in the printed data base). This accomplished as follows:

    a. Type the information to be entered in a category.

    b. Press the RETURN key once.

    c. Type information in the next category and press the RETURN key once.

    d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

    e. If the computer does not move automatically from record 1 to record 2, follow the directions provided on the monitor screen.

11. Changing Data Base File Formats. After inserting information in the first two records, press the OPEN-APPLE and the "Z" keys (zoom function) at the same time. The screen will now appear similar to the example provided in Figure 14 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
Pencil	Mechanical	100	C-03-10
Frog	Embalmed, Large	120	H-01-05
-	-	-	-

Type entry or use @ commands @-? for Help

Figure 14. The Computer Screen After Entering Data In The First Two Records And Switching Screen Formats.

12. Altering The File Layout.

a. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and other adjustments to be made to the file (see Figure 15).

```
File: INVENTORY                CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

--------------------------------------------------------------------------------

ITEM NAME       DESCRIPTION     QTY             STOR.LOCATION   M
--------------- --------------- --------------- --------------- A
Pencil          Mechanical      100             C-03-10         R
Frog            Embalmed, Large 120             H-01-05         G
                                                                I
                                                                N
--------------------------------------------------------------------------------
Use options shown above to change record layout                  504K Avail.
```

Figure 15. The Computer Screen After Selecting The Alter Layout Option.

b.. Alter the file to fit your desires by following the directions provided on the screen.

c. Press the ESC key once. The screen will appear similar to the example shown in Figure 16.

File: INVENTORY CHANGE RECORD LAYOUT Escape: Review/Add/Change

What direction should the cursor
go when you press Return?

1. Down (standard)
2. Right

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
Pencil	Mechanical	100	C-03-10
Frog	Embalmed, Large	120	H-01-05

More --->
Type number, or use arrows, then press Return 504K Avail.

Figure 16. The Computer Screen After Pressing ESC Once.

d. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 17.

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
Pencil	Mechanical	100	C-03-10
Frog	Embalmed, Large	120	H-01-05
-	-	-	-

Type entry or use @ commands @-? for Help

Figure 17. The Monitor Screen Showing The Altered Data Base File.

13. File Saving. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in slot or drive two. Note that normally, a red light over the disk drive slot comes on. When the light is again extinguished, your file has been saved on your data disk.